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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
March 18, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Brian Tapscott, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Vice Chair Victoria Parmele, Northwood; and Bill Connor, Somersworth

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist

Members Absent: Bob Jaffin, Rochester; Alternate Judy Nelson; Rollinsford; Kenn Ortmann, Rochester; Sandra Keans, Rochester; and Alternate Wayne Burton, Durham

1. **Welcome/Introductions**

Chair B. Tapscott welcomed everyone. Introductions were made around the room. The meeting began at 8:05 AM.

2. **Action Items**

a. **Approval of Minutes of February 19, 2016 Executive Committee Meeting**

T. Crosby **MOVED** to approve the February 19, 2016 minutes. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

b. **Acceptance of Draft February Financials**

C. Copeland asked if there were any questions. T. Crosby **MOVED** to accept the draft February financials. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**. T. Crosby shared that the financials are in good shape.

DRAFT

C. Copeland noted that March is a three payroll month. She added that the Board of Selectman in Farmington voted to approve a dues payment to SRPC. C. Copeland elaborated on this process.

c. Concurrence with April Monthly Minors

Cynthia reviewed the regional and statewide project changes including a project in Farmington. She added that there was a change in funding for culvert maintenance statewide. B. Connor asked about culvert maintenance in Somersworth. A discussion ensued.

V. Parmele **MOVED** to concur with the Executive Director's approval of the April monthly minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. **Discussion**

a. FY 2017 Officers and Executive Committee Candidates

C. Copeland shared that current E.C. members should express whether they want to continue to serve on the Committee in the next fiscal year. B. Tapscott shared that he would like to continue to serve, although as a member only, and not an officer. B. Connor shared a document he drafted concerning the chair position in regard to the number of male chairs compared to the number of female chairs over the years. T. Crosby shared that he would stay on as treasurer. B. Connor shared that he would like to stay on the Committee. V. Parmele shared that she would like to stay on the E.C. B. Connor **NOMINATED** V. Parmele to stand for election as Chair of the Commission. T. Crosby **SECONDED** this motion, of which all were **IN FAVOR**.

C. Copeland shared that we should wait to hear from the rest of the current E.C. members. B. Connor opined that this item should be addressed at the next meeting when there are more members present. B. Tapscott added that he would be Vice Chair if no one else was interested.

B. Connor addressed the issue of encouraging Commission members to volunteer on the E.C. A discussion ensued concerning recruitment for the Officers and Executive Committee members. C. Copeland suggested sending a letter to the full Commission asking for Commissioners interested in serving on the E.C. to step forward.

b. 2016 Annual Meeting Logistics

C. Copeland noted that she had not heard from the guest initially invited to be a guest speaker for the Annual Meeting. C. Copeland shared the new theme that SRPC has decided to explore for the Annual Meeting, which addressed the links between academic research and on the ground planning implementation.

S. Sylvia shared that several guests have been invited as part of a panel to focus on this topic.

V. Parmele asked about the link between UNH as a land grant institution and economic prosperity of the region. A discussion ensued concerning the exact focus of the panel for the SRPC Annual Meeting. Executive Committee members were able to share their thoughts concerning questions for the panel.

V. Parmele shared a real life example of planning relative to climate change in Northwood.

C. Copeland shared that SRPC staff members are still looking into venues for the meeting, and that a location will be decided soon.

4. **Updates**

a. **Contracts and Project Updates- C. Copeland**

i. **Continuity of Operations Plan- C. Copeland**

C. Copeland shared that progress is happening. The goal is to have this document done by June. Staff members have been working on their respective sections of the document.

C. Copeland explained that SRPC is now hiring for two temporary positions. One is for a Regional Planning and Communications Assistant, and the other is for a Transportation Technician.

C. Copeland gave the group an update concerning grant funding that SRPC has applied for. She also shared that for the 604-B Durham Septic Problem there will be a subcontract with the Strafford County Conservation District to do some soil analysis work.

b. **NH Rail Transit Authority and New England Rail Coalition Update-B. Jaffin**

V. Parmele shared that she attended the last meeting of the NH Rail Transit Authority. The funding was not approved in the House Bill for the Ten Year Plan.

A discussion ensued concerning transportation funding in the state of New Hampshire.

i. **Edits to NHRTA Support Letter**

C. Copeland shared that she and B. Jaffin decided not to send the letter due to timing issues in legislative process. There is still the option to send the letter to the senate. A discussion ensued concerning rail in the state of New Hampshire.

c. NHARPC Committee Update – K. Ortmann

i. LSR Update

V. Parmele shared that she was present at the NHARPC meeting on March 10, 2016.. At the meeting NHARPC members reviewed the bills they were interested in, in detail. The NHARPC is choosing to educate and inform concerning certain bills, and not take a stance on all of them.

C. Copeland explained why the NHARPC has chosen to take this role.

d. Executive Director Review Committee

i. Subcommittee Update

T. Crosby shared that the Executive Director Sub-Committee is meeting in the coming week and that the process is still ongoing. C. Copeland added that she submitted the employee agreement to be reviewed by SRPC's attorney. A discussion ensued about the agreement.

B. Connor asked about the Executive Director Review Committee schedule and made some suggestions concerning this process. The schedule for this process will be reviewed at the next E.C. meeting.

ii. Executive Director Review Calendar – C. Copeland

5. Other Business

C. Copeland shared that the organization has a mid-year review for the UPWP contract in the coming months. C. Copeland explained that she attended a meeting at SNHRPC about deferred compensation.

6. Adjourn

T. Crosby **MOVED** to adjourn. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.


The meeting adjourned at 8:50 am.

Minutes Respectfully Submitted by,

Shayna Sylvia

Communications and Outreach Specialist

Minutes approved on _____

By:  _____
Brian Tapscott, Chair – SRPC Executive Committee